

Special Planning Assistant to the DD/S

12 March 1959

Chief, Records Management Staff

Records Management Survey

1. In accordance with your request, a survey of the Emergency War Planning records was made by [] of this Staff with the following results:

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a. A subject-numeric filing system has been installed. This system will provide a systematic file arrangement adaptable to the particular needs of Emergency War Planning.

b. A file index has been developed. This index will afford a quick means of coding materials to be filed and also provide efficient means of locating requested documents. Further, this index will prove very valuable as a ready reference to be used effectively by a person unfamiliar with the files.

c. A Records Control Schedule has been developed. Evaluations of the records have been made which will permit the orderly destruction of obsoleted or superseded material. In applying the schedule, your records will be current and meet the necessary requirements for the continuation of your daily operations.

d. A Vital Materials Deposit Schedule has been developed. This schedule, in addition to identifying all materials considered essential to the reestablishment and operation of the Special Planning Assistant, establishes the method and frequency of deposit and length of time each series must be retained.

e. [] was trained in the use of the file index, implementation of the Records Control and Vital Materials Deposit Schedules, cross-reference and charge-out systems.

2. In the course of making this survey, it was determined:

a. That a charge-out system be installed. The use of the two Agency approved charge-out cards will show, at a glance the individual documents or complete case folders withdrawn from file.

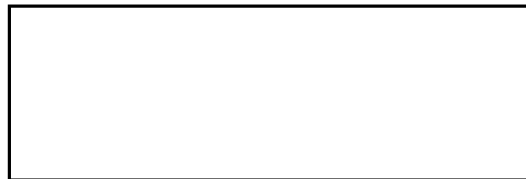
b. That all requests for Top Secret Control numbers to be assigned to documents originating in your office be obtained from the block of numbers assigned to the DD/S in lieu of DD/P.

3. The following are attached:

- a. Records Control Schedule.
- b. Vital Materials Deposit Schedule.
- c. Subject-Numeric File Index.
- d. The Agency Subject Handbook.

4. A representative of this Staff will periodically inspect the approved schedules and systems installed. In the meantime, please feel free to call on us for assistance at anytime. When you are ready, we will be glad to survey the Emergency Plans files.

5. This Staff wishes to express its appreciation for the cooperation extended the analyst by [redacted] of your Office.



Enclosures:

- 1 - Form 36-270
- 2 - Form 36-152
- 3 - File Index (2)
- 4 - Records Control Schedule
- 5 - Vital Materials Deposit Schedule

Distribution:

- Orig - Addressee
- 1 - Records Center
- 1 - RMS (Case File: DD/S)
- 1 - Records Disposition Branch [redacted]